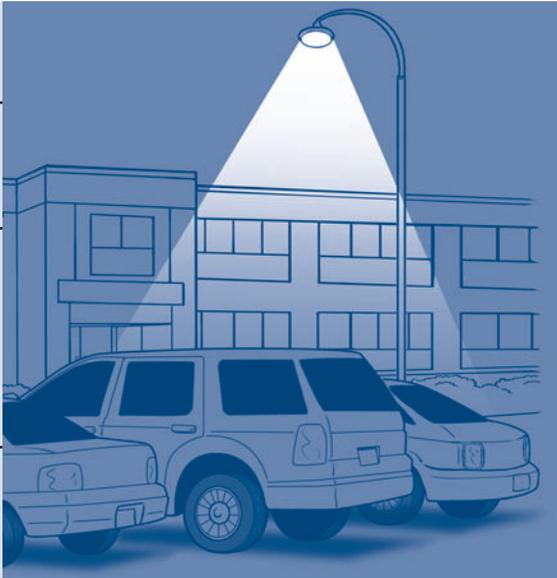


Robberies and Assaults

Although robberies and assaults against janitors are rare, it is important to take special precautions when working alone or at night. The following questions can help you determine your risk.

Circle **YES** or **NO** for each question:

YES	NO	Do you work alone?	
YES	NO	Do you work late at night or during early morning hours?	
YES	NO	Do you work in a building that has valuable items in it (such as a bank, electronic store, jewelry store, etc.)?	
YES	NO	Do you work in a neighborhood with a high rate of assaults?	

If you answered **YES** to any of these questions, you face a higher risk of robberies and assaults. The discussion questions (below) and the tipsheet (on the other side) can give you some ideas to reduce that risk.

Discussion Questions for Management & Employees

1. What personal safety issues are you most concerned about? Why?
2. What can management and employees do to prevent robberies and assaults?
(Flip this page over for tips on preventing robberies and assaults. →)

Robberies and Assaults

Management Can Make the Workplace Safer

- Provide good lighting in the workplace, parking lots, and other areas where people go alone at night.
- Assign people to work in pairs when possible.
- If security personnel are available at the building during employees' work hours, introduce your employees to security personnel. Make sure that employees know how to contact security personnel.

Employees Can Follow Safe Work Practices

- Be aware of your surroundings. If you are about to unlock the door to a building, make sure that no one is standing near the door. Lock the door behind you.
- Keep a list of emergency numbers with you. Keep a cell phone with you or know where to reach the nearest working phone.
- Know where the closest exits are in case of emergency.
- Know how to report violent incidents and threats.

In Case of Robbery or Assault

- Cooperate with the assailant.
- Avoid sudden or suspicious moves.
- Hand over cash.
- Don't try to fight or chase the assailant.
- Go inside and lock the door as soon as the assailant leaves.
- Call 911.

